



# **NAWC-WD China Lake System Administration**

*April 21, 1998*



# System Administration

- Functional Tasks
  - Templates: Clauses, attachments, milestone plans, etc...
  - Maintained by various Procurement Analysts
  - Functional area expert responsibilities:
    - test new releases for possible changes in functionality
    - update desk guide, SOPs and training scenarios
    - identify issues and report to AMS helpdesk
    - integrate acquisition policy changes



# System Administration

- Security Model Task
  - Limited Access to Groups, Classes, Users and Procurement Profiles
  - Requires Sybase SA authority to add new users or update passwords
- Process developed to capture User updates
  - Warrant, name, title, reassignment, team changes, etc.



# Local Help Desk

- PD<sup>2</sup> Local Help Desk
  - Functional and Technical
  - One phone number and e-mail address
  - Support approximately 200 users
  - Accounts are set up to allow access to all documents within the system which can be retrieved through search
- Issue Tracker Deluxe
  - Enhanced tool manages issues reported by users or PD<sup>2</sup> support office



# Technical Help Desk

- Technical help calls
  - Unrelease document
  - Change Award number
  - Database errors and Blocked process
- Liaison with AMS and Sybase Technical Support
  - Software Upgrades
  - Data Migration issues



# PD2 User Tools

- On-line Reports
  - Clause, Vendor and Organization searches
  - Developed as a result of user feedback
  - Provides access to data without having to create or open objects
- Clause Template Tool
  - Clause template data is exported into Microsoft Word files and available on network to view or print.
  - Template documents contains Clause No., Date and Title and use statements



# **NAWC-WD China Lake**

## **3.5.3c Implementation**



## Implementation of 3.5.3c

- Received scripts from AMS to fix migration issues 2 Apr 98
- Production database down 3 days to execute data migration from 3.1.4b
- Subsequent to migration all necessary system administration tasks were complete
- Implementation of software upgrade for Major Contracts 13 Apr 98





## Implementation of 3.5.3c

- 1 Day upgrade/refresher training session made available on a voluntary basis
  - Subject covered included
    - Workload Assignment
    - RFP/Award Preparation
    - Document Generation and CLIN creation
    - SF1449
    - Shell Contract Modifications
    - Modification numbering and Summary of Changes
    - Multiple PR Delivery Orders



# Implementation of SAP

- Implementation of v3.5.3c on 20 Apr 98
- 3 Day formal training by AMS at each site
- Follow-on 1 day in-house training covering processes
- All new work input into PD<sup>2</sup>
- Work-in Process in APADE finished by 20 June 98
- Developed local Interfaces
  - Customer Query
  - NIFMAS
  - Receiving



# Planning and Testing Phase

- PD<sup>2</sup> Test Plan and Procedures
  - Utilize predefined scripts to conduct testing
  - Objective to determine whether the new version is suitable for implementation
  - Summary of Test Process
    - Performance Test (screen response times)
    - New Feature/Functionality
    - Migrated Production Data testing
    - Reference Library and Clause Update program
  - Final determination based on whether all migrated production data is accessible and no workstopping deficiencies are found



# **Data Migration: Entering Shell Contracts**



# Creating Shell Awards - I

- The purpose for creating shell contract documents in PD<sup>2</sup> is to allow the user to create modification or issue delivery/task orders
- Prior to creating the shell award determine:
  - What the current picture of your contract is, including all modifications issued to date. This is the conformed copy.
  - What CLINS are current. (i.e. have you exercised options or have option years expired) If so you would start your CLINS at the current option year.



# Creating Shell Awards - II

- FIVE STEPS TO CREATING A SHELL CONTRACT
  - Complete tabs 1-10 (SF26/Section A)
  - Input Line Items (including Pricing, Funding and Shipping Tabs)
  - Do not add clauses or section text
  - Generate CLINS and document
  - Approve and release the award
- All the above data must reflect the latest conformed copy of the contract, i.e., include all previous offline mods.



## Creating Shell Awards - III

- From this point on, you can highlight the released award to start a mod. For delivery/task orders, the released "D" contract will be displayed in the Attachment Selection form when selecting the basic contract.
- If the mod you are creating is not P00001 AND all previous mods have NOT been created and released in PD<sup>2</sup>, call the Help Desk for technical assistance before you start.



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NAWC-WD Standard Operating Procedures (SOPs) :

<http://www.nawcwpns.navy.mil/~contract/pd2/pd2-p.htm>